

*James Jarvis*

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*Objective:* Seeking a interesting position as a tax accountant with a reputed firm where I can utilize my skills and abilities as a tax accountant and nurthure my skills and increase my knowledge in the Tax accountancy domain.

*Experience:* *Cunningham Tax Consultants* *New York*  
Tax Accountant 2007 to Present

- ♦ Prepared federal, state and local tax returns of individual, business establishment and other organizations.
- ♦ Examined accounts and records.
- ♦ Computed taxes owed according to prescribed rates, laws and regulations.
- ♦ Advised management regarding effects of business activities on taxes and on strategies for minimizing tax liability.
- ♦ Ensured that establishment complied with periodic tax payment, information reporting and other taxing authority requirements.
- ♦ Represented principal before taxing bodies.
- ♦ Devised and installed tax record systems.
- ♦ Prepared written communication for sales and use tax issues.
- ♦ Collected information for all sales tax, use tax, and personal property tax audits.
- ♦ Prepared individual, partnership, corporate and other types of tax returns and carried out research on various tax matters.

*Princeton Tax Consultants* *New York*  
Assistant Tax Accountant 2005 to 2007

- ♦ Assisted in creating a 401K plan for employees, enhancing the company's benefits package.
- ♦ Responsible for payroll, sales, use & property & commercial rent returns.
- ♦ Ensured that all legal fees and push down entries for separate companies are recorded.
- ♦ Assisted clients in meeting tax and financial planning objectives.
- ♦ Prepared and reviewed tax return estimates and extensions.
- ♦ Prepared and reviewed tax provision/tax return workbooks
- ♦ Assisted with tax audits, the Oracle implementation and other projects
- ♦ Assisted with the re-engineering of the tax department data

gathering processes.

*Education:*                    *State University of New York*                    *New York*  
   *Masters in Taxation and Accounting*                    *2007*

*State University of New York*                    *New York*  
   *Bachelors of Science in Accounting*                    *2005*

*References:*                    Available upon request